Practical File

Lab Exercise (Chapter 1)

Q1 Here are the steps to format the document in **OpenOffice Writer** as per the given instructions:

Step 1: Apply the 'Title' Style to the Story Title

1. Open the document in OpenOffice Writer.
2. Locate the title **"The Three Little Donkeys"** at the top of the document.
3. Select the text of the title.
4. Go to the **Styles and Formatting** panel (press F11 if not visible).
5. Click on the **Title** style to apply it to the selected text.

Step 2: Apply the 'Heading 1' Style to the Four Chapters

1. Scroll to the headings of the four chapters.
2. Select the first chapter title.
3. In the **Styles and Formatting** panel, choose **Heading 1**.
4. Repeat this for all four chapter titles.

Step 3: Apply the 'Heading 2' Style to Chapter 2's Subheadings

1. In Chapter 2, locate the subheadings **"The Chase"** and **"Smart Move"**.
2. Select the first subheading and apply **Heading 2** from the **Styles and Formatting** panel.
3. Repeat the process for the second subheading.

Step 4: Save the Document with the Given Name

1. Click on **File** > **Save As**.

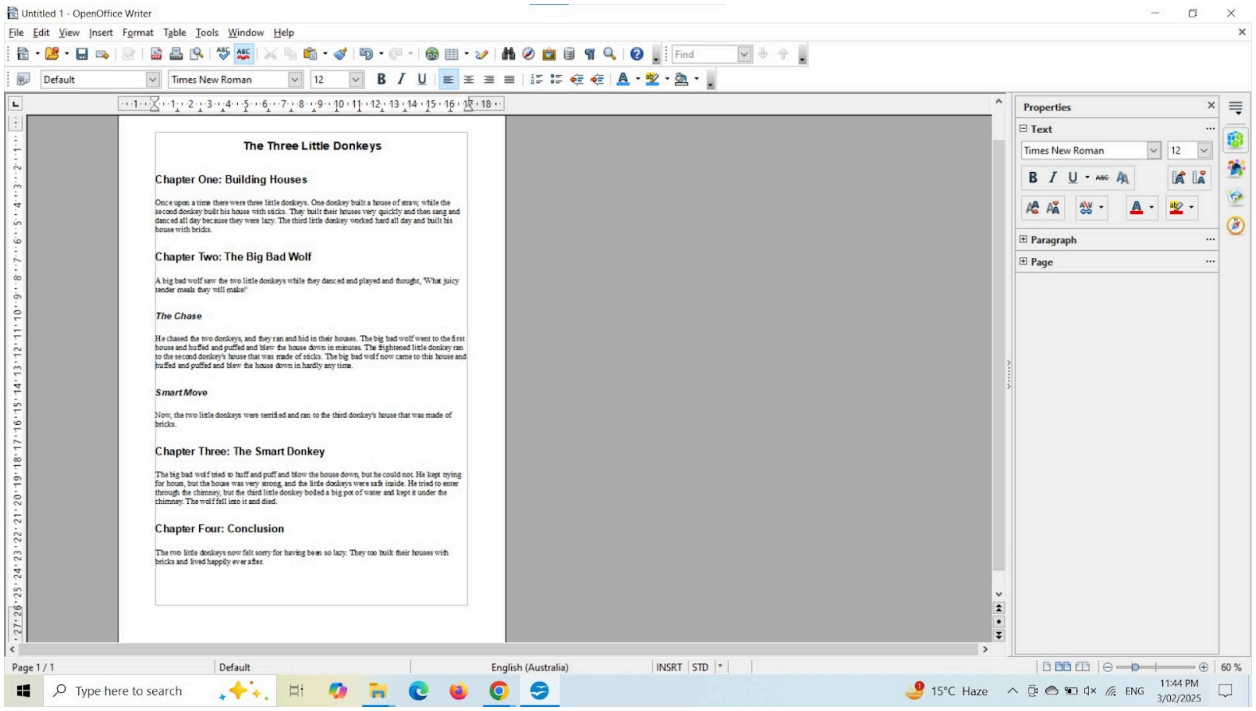
2. In the **File Name** field, enter:
   Little donkeys basic style_your name
   (Replace "your name" with your actual name.)
3. Click **Save**.

Step 5: Apply the 'Emphasis' Style to the Entire Document

1. Press `Ctrl + A` to select the entire document.
2. In the **Styles and Formatting** panel, choose **Emphasis** to apply it to the whole document.

Step 6: Save the Document Again

1. Click on **File** > **Save** to save the changes.


Untitled 1 - OpenOffice Writer
File Edit View Insert Format Table Tools Window Help
Default
Times New Roman
12
The Three Little Donkeys
Chapter One: Building Houses
Once upon a time there were three little donkeys. One donkey built a house of straw, while the second donkey built his house with sticks. They built their houses very quickly and then sang and danced all day because they were lazy. The third little donkey worked hard all day and built his house with bricks.
Chapter Two: The Big Bad Wolf
A big bad wolf saw the two little donkeys while they danced and played and thought, 'What juicy tender meals they will make!'
The Chase
He chased the two donkeys, and they ran and hid in their houses. The big bad wolf went to the first house and huffed and puffed and blew the house down in minutes. The frightened little donkey ran to the second donkey's house that was made of sticks. The big bad wolf now came to this house and huffed and puffed and blew the house down in hardly any time.
Smart Move
Now, the two little donkeys were terrified and ran to the third donkey's house that was made of bricks.
Chapter Three: The Smart Donkey
The big bad wolf tried to huff and puff and blow the house down, but he could not. He kept trying for hours, but the house was very strong, and the little donkeys were safe inside. He tried to enter through the chimney, but the third little donkey boiled a big pot of water and kept it under the chimney. The wolf fell into it and died.
Chapter Four: Conclusion
The two little donkeys now felt sorry for having been so lazy. They too built their houses with bricks and lived happily ever after.
Properties
Text
Paragraph
Page
Page 1 / 1
Default
English (Australia)
INSRT STD
60 %
Type here to search
15°C Haze
ENG
11:44 PM
3/02/2025

Q2

Steps to Create a Teachers' Day Card in OpenOffice Writer

Step 1: Open OpenOffice Writer

1. Click on the Start Menu and search for OpenOffice Writer.

2. Open OpenOffice Writer from the list.

Step 2: Select a Template

1. Click on File → New → Templates and Documents.

2. Select Cards from the available template categories.

3. Choose a suitable Greeting Card template.

4. Click Open to load the template.

Step 3: Customize the Card

1. Click on the text area and type a heartfelt Teachers’ Day message, such as:

> "Happy Teachers' Day! Thank you for guiding, inspiring, and shaping our future."

2. Modify the font style, size, and color using the Formatting toolbar.

3. Insert a relevant image:

Click on Insert → Picture → From File.

Select an image of flowers, books, or a classroom scene.Resize and position it as needed.

Step 4: Enhance the Design

1. Adjust the background color:

Click on Format → Page → Background.

Choose a light pastel color for a soft look.

2. Add borders and decorations:

Click Format → Paragraph → Borders and select a style.

Use Insert → Shape to draw decorative elements.

Step 5: Save and Print the Card

1. Click on File → Save As → Choose a name like TeachersDayCard.odt.

2. To print, click File → Print (Ctrl + P).

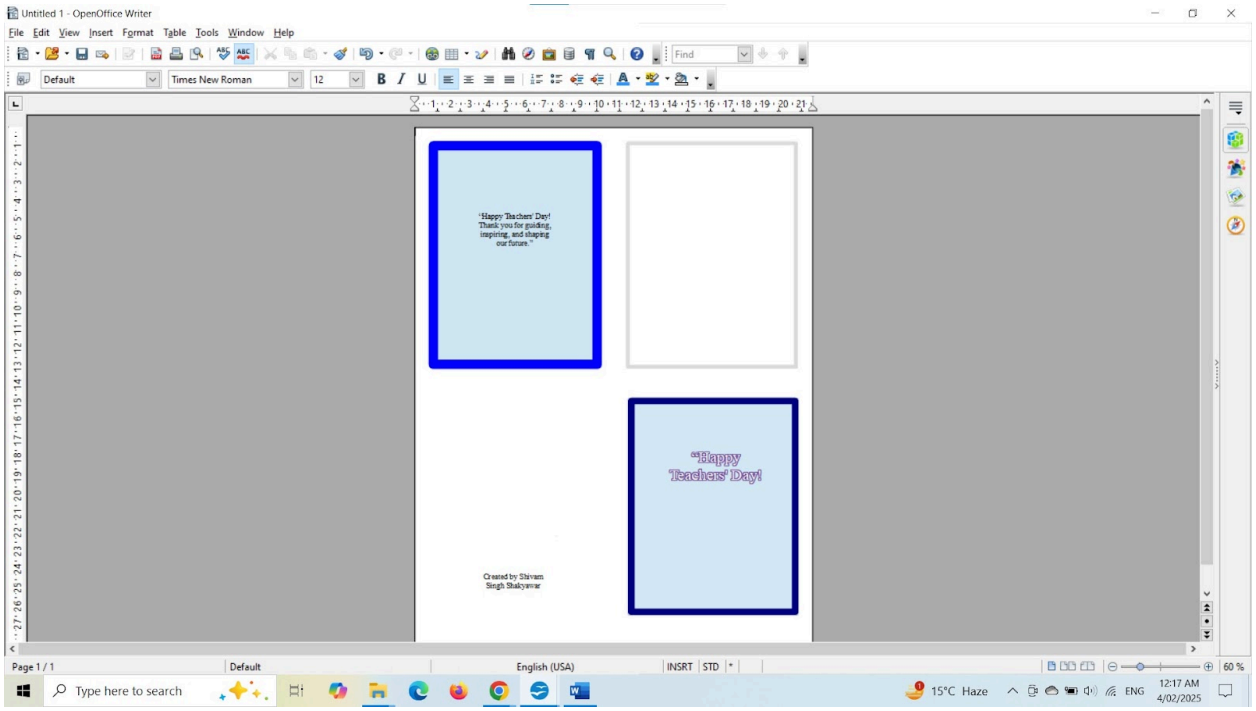
3. Select your printer and click OK to print the card.

Step 6: Deliver the Card

1. Fold the printed card neatly.

2. Write a short handwritten note inside (optional).

3. Give it to your favorite teacher as a token of appreciation.



Q3

Steps to Create a Cyber Safety Awareness Poster in OpenOffice Writer

Step 1: Open OpenOffice Writer

1. Click on the Start Menu and search for OpenOffice Writer.

2. Open OpenOffice Writer from the list.

Step 2: Choose a Template

1. Click on File → New → Templates and Documents.

2. Browse the available templates or search online for Poster Templates (if not available by default).

3. Select a poster template that suits your theme.

4. Click Open to load the template into OpenOffice Writer.

Step 3: Add a Title and Message

1. Click on the title text box and type:

"Cyber Safety: Stay Safe Online!" Change the font size to 48 pt for visibility. Use a bold, eye-catching color like red or blue.

2. Below the title, add an awareness message:

"Protect Your Privacy | Beware of Cyber Threats | Think Before You Click!"

Step 4: Insert Cyber Safety Images

1. Click Insert → Picture → From File.

2. Select an appropriate image (e.g., a padlock, shield, or phishing alert symbol).

3. Resize and position the image within the poster.

Step 5: Use Smart Icons and Shapes

1. Go to Insert → Shape → Basic Shapes and use:

A shield icon to represent security.

A warning triangle to highlight online threats.

2. Adjust colors using Format → Area and choose bright, attention-grabbing colors.

Step 6: Add Key Cyber Safety Tips

Use Strong Passwords 🔑

Enable Two-Factor Authentication 🔐

Avoid Clicking on Suspicious Links 🚨

Update Software Regularly 💻

Think Before You Share Online 🌐

Format this as a bulleted list in bold font for clarity.

Step 7: Adjust Background and Layout

1. Click Format → Page → Background.

2. Select a light gradient or blue tone to represent security.

3. Ensure the layout is well-spaced and visually appealing.

Step 8: Save and Print the Poster

1. Click File → Save As → Name it CyberSafetyPoster.odt.

2. To print, click File → Print (Ctrl + P).

3. Select your printer and print a color copy.

BE IN THE KNOW
Cyber Security resources at UCSC
ITS Webpages
Learn about UCSC ITS security, policy, and resources at
https://its.ucsc.edu
Third-party Apps
Be careful when granting access to 3rd party apps. You are giving this software the ability to see and manipulate your data.
Learn more at
https://its.ucsc.edu/google/marketplace.html
Unit Information Security Leads
Every UCSC department has an assigned UISL that helps with security best practices. Find out who your UISL is and get security help at
https://sites.google.com/ucsc.edu/ucsc-uisls/home
UC-wide Security
UC Office of the President is a great place to learn about UC-wide cybersecurity and policy resources at
https://security.ucop.edu
How to Report Phishing Emails
If using Gmail, click the 3 ellipses (⋮) once in the email and click "report phishing".
Report it!
phishing@ucsc.edu

Q4

Steps to Design a Pollution Awareness Poster in OpenOffice Writer

Step 1: Open OpenOffice Writer

1. Click on **Start Menu** → Search for **OpenOffice Writer**.
2. Open **OpenOffice Writer** from the list.

Step 2: Set Up Page Layout

1. Click on **Format** → **Page Style**.
2. Choose **A4 or Letter** as the page size.
3. Click on **Margins** and set them to **0.5 inches** for more design space.

Step 3: Add a Title

1. Click on **Insert** → **Frame** → **Text Frame**.
2. Type **"POLLUTION"** in the text frame.
3. Change the **font size to 48 pt** and **apply bold styling**.
4. Center-align the title.
5. Use **Font Color** to set it in **red or dark blue** for visibility.

Step 4: Insert Pollution-Related Content

1. Below the title, insert a text box (**Insert** → **Frame**) and type the following:

   "Pollution is the introduction of harmful substances into the environment. It affects living beings and disrupts nature's balance. The major types of pollution include:

   - **Air Pollution** (caused by smoke, dust, and industrial emissions)
   - **Water Pollution** (caused by sewage, chemicals, and waste dumping)
   - **Soil Pollution** (caused by pesticides and industrial waste)
   - **Noise Pollution** (caused by traffic, loudspeakers, and factories)
2. **Let's reduce pollution by recycling, using eco-friendly products, and planting more trees!"**

3. Adjust font size (18-22 pt) and use bullet points for easy reading.

Step 5: Insert Pollution Images

1. Click on **Insert** → **Picture** → **From File**.
2. Choose an **image showing pollution** (factories emitting smoke, polluted rivers, etc.).
3. Resize and position the image appropriately.

Step 6: Add Shapes and Symbols

1. Click on **Insert** → **Shape** → **Basic Shapes**.
2. Use:
   - A **warning sign** (yellow triangle) for pollution dangers.
   - A **green tick** for solutions like tree planting and recycling.
3. Change shape colors using **Format** → **Area**.

Step 7: Set a Background Color

1. Click **Format** → **Page** → **Background**.
2. Select a **light blue** or **earth-tone color** to make the text stand out.

Step 8: Save and Print

1. Click **File** → **Save As** → Name the file *PollutionPoster.odt*.
2. To print, click **File** → **Print** (Ctrl + P).

Q5

Steps to Perform Mail Merge in OpenOffice Writer:

Step 1: Create the Data Source (Mail Merge Data)

1. Open OpenOffice Calc (Spreadsheet).

2. Enter the following column headers in row 1:

Title

First Name

Last Name

Address 1

Address 2

City

State

Pin Code

3. Enter the recipient details in rows below.

4. Save the file as Mail Merge Data.ods.

Step 2: Create the Mail Merge Letter

1. Open OpenOffice Writer.

2. Type the invitation letter in block format.

3. Save it as Mail Merge Letter.odt.

Example Letter:

[Your Name]

[Your Address]

[City, State, PIN]

[Your Email]

[Your Phone Number]

[Date]

<<Title>> <<First Name>> <<Last Name>>

<<Address 1>>

<<Address 2>>

<<City>>, <<State>> - <<Pin Code>>

Dear <<First Name>>,

I am delighted to invite you and your family to [Event Name] to celebrate [Occasion] at [Venue] on [Date] at [Time]. It would mean a lot to have you join us for this special occasion.

Please let us know by [RSVP Date] if you can make it. Looking forward to celebrating together!

Warm regards,

[Your Name]

Step 3: Set Up Mail Merge in OpenOffice Writer

1. Go to Tools → Mail Merge Wizard.

2. Select Use the Current Document and click Next.

3. Click Select Different Address List → Browse and select Mail Merge Data.ods.

4. Click Next until you reach "Edit Document" step.

Step 4: Insert Merge Fields

1. Click where you want the recipient’s details.

2. Go to Insert → Fields → Other.

3. Under the "Database" tab, select "Mail Merge Data".

4. Insert appropriate fields for address and greeting.

5. Save the document.

Step 5: Merge & Save the Letters

1. Click Tools → Mail Merge Wizard.

2. Select Save Merged Documents and choose "Save as a Single Document".

3. Save it as Mail Merge Merged.odt.

Step 6: Create Labels for Recipients

1. Go to File → New → Labels.

2. Select "Mail Merge Data" as the database.

3. Choose a label format and insert merge fields.

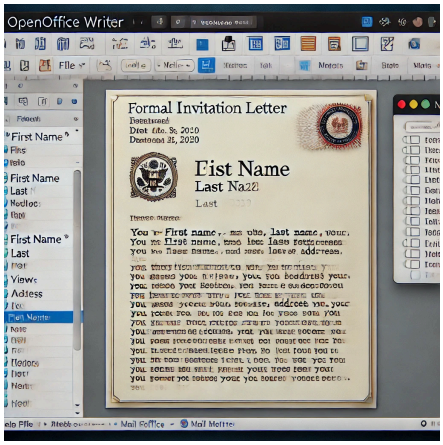
4. Click "New Document" and save it as Mail Merge Labels.odt.

Step 7: Print the Documents

1. Open Mail Merge Letter.odt → Print.

2. Open Mail Merge Merged.odt → Print.

3. Open Mail Merge Labels.odt → Print.



Lab Exccercise (Chapter 2)

Q1

1:47 57%

ChatGPT

To determine the marks the student needs in **Semester 4** to achieve an overall **distinction (75%)**, we follow these steps:

Step 1: Define the Total Marks Required

Since each subject is out of **100 marks**, and there are **4 semesters**, the **total maximum marks per subject** over four semesters is:

$$4 \times 100 = 400 \quad \text{(per subject)}$$

To achieve **75% distinction**, the student must obtain at least:

$$0.75 \times 400 = 300 \quad \text{(per subject)}$$

Step 2: Calculate Total Marks Obtained So Far

We sum the marks from the first **three semesters** for each subject:

Subject 1:

Message

1:47 57%

ChatGPT

Step 2: Calculate Total Marks Obtained So Far

We sum the marks from the first **three semesters** for each subject:

Subject 1:

$$82 + 88 + 89 = 259$$

Subject 2:

$$67 + 78 + 85 = 230$$

Subject 3:

$$87 + 76 + 91 = 254$$

Subject 4:

$$53 + 69 + 67 = 189$$

Step 3: Compute the Required Marks in Semest[illegible]

Now, we subtract the [illegible]tal marks obtained

Message

1:47 57%

ChatGPT

Step 3: Compute the Required Marks in Semester 4

Now, we subtract the total marks obtained so far from **300 (distinction target)**:

Subject 1:

$$300 - 259 = 41$$

Subject 2:

$$300 - 230 = 70$$

Subject 3:

$$300 - 254 = 46$$

Subject 4:

$$300 - 189 = 111$$

Conclusion

To achieve a distin[illegible]/5% overall), the student must score at least the following

Message

1:47 57%

ChatGPT

Subject 3:

$$300 - 254 = 46$$

Subject 4:

$$300 - 189 = 111$$

Conclusion

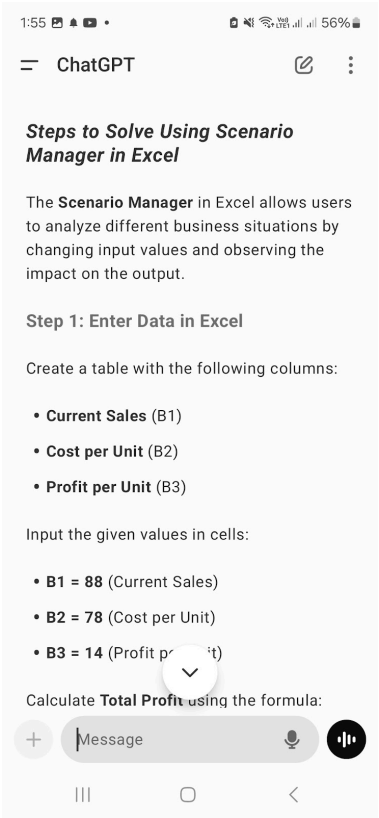
To achieve a distinction (75% overall), the student must score at least the following marks in Semester 4:

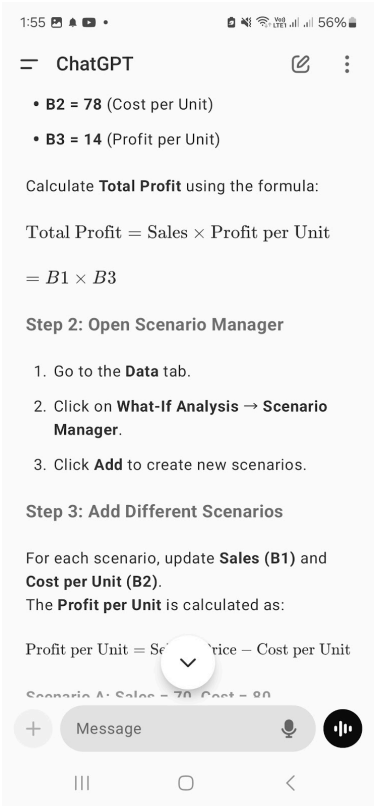
- **Subject 1: 41**
- **Subject 2: 70**
- **Subject 3: 46**
- **Subject 4: 111**

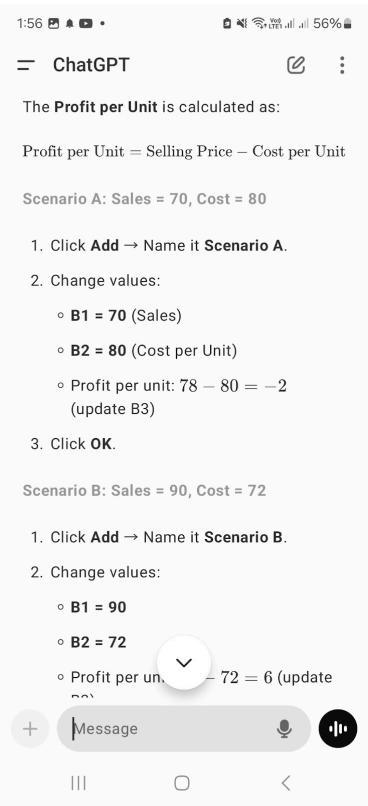
Since Subject 4 requires **more than 100**, achieving a distinction is **not possible** unless extra credit or improvement exams are available.

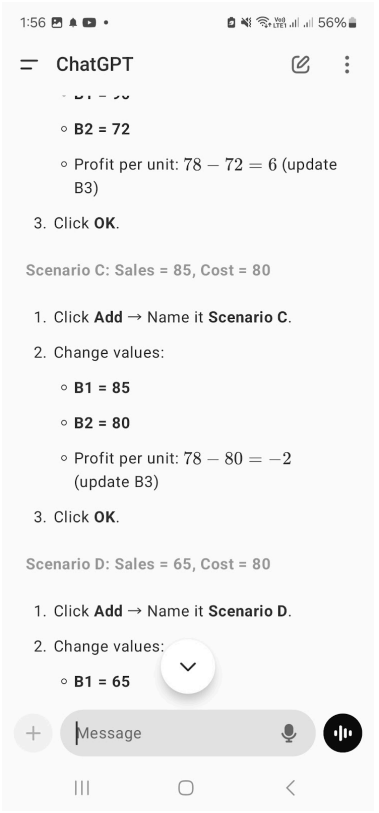
Message

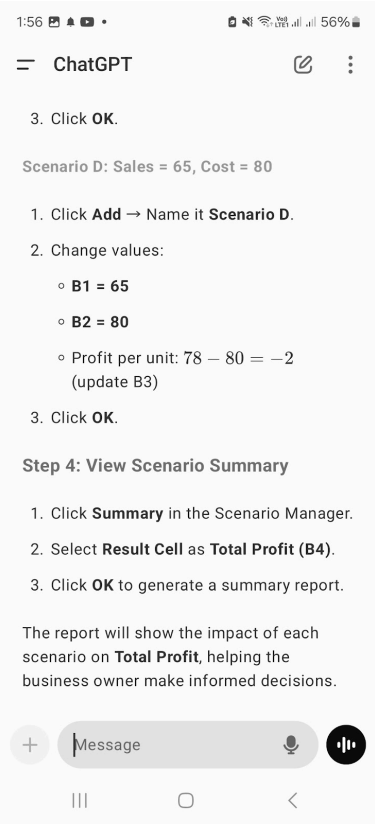
Q2


1:55
56%
ChatGPT
Steps to Solve Using Scenario Manager in Excel
The Scenario Manager in Excel allows users to analyze different business situations by changing input values and observing the impact on the output.
Step 1: Enter Data in Excel
Create a table with the following columns:
Current Sales (B1)
Cost per Unit (B2)
Profit per Unit (B3)
Input the given values in cells:
B1 = 88 (Current Sales)
B2 = 78 (Cost per Unit)
B3 = 14 (Profit p
Calculate Total Profit using the formula:
Message


1:55
56%
ChatGPT
B2 = 78 (Cost per Unit)
B3 = 14 (Profit per Unit)
Calculate Total Profit using the formula:
$\text{Total Profit} = \text{Sales} \times \text{Profit per Unit}$
$= B1 \times B3$
Step 2: Open Scenario Manager
Go to the Data tab.
Click on What-If Analysis → Scenario Manager.
Click Add to create new scenarios.
Step 3: Add Different Scenarios
For each scenario, update Sales (B1) and Cost per Unit (B2).
The Profit per Unit is calculated as:
Message


1:56
56%
ChatGPT
The Profit per Unit is calculated as:
$\text{Profit per Unit} = \text{Selling Price} - \text{Cost per Unit}$
Scenario A: Sales = 70, Cost = 80
Click Add → Name it Scenario A.
Change values:
B1 = 70 (Sales)
B2 = 80 (Cost per Unit)
Profit per unit: $78 - 80 = -2$ (update B3)
Click OK.
Scenario B: Sales = 90, Cost = 72
Click Add → Name it Scenario B.
Change values:
B1 = 90
B2 = 72
Message


1:56
56%
ChatGPT
B2 = 72
Profit per unit: $78 - 72 = 6$ (update B3)
Click OK.
Scenario C: Sales = 85, Cost = 80
Click Add → Name it Scenario C.
Change values:
B1 = 85
B2 = 80
Profit per unit: $78 - 80 = -2$ (update B3)
Click OK.
Scenario D: Sales = 65, Cost = 80
Click Add → Name it Scenario D.
Change values:
B1 = 65
Message


1:56
56%
ChatGPT
Click OK.
Scenario D: Sales = 65, Cost = 80
Click Add → Name it Scenario D.
Change values:
B1 = 65
B2 = 80
Profit per unit: $78 - 80 = -2$ (update B3)
Click OK.
Step 4: View Scenario Summary
Click Summary in the Scenario Manager.
Select Result Cell as Total Profit (B4).
Click OK to generate a summary report.
The report will show the impact of each scenario on Total Profit, helping the business owner make informed decisions.
Message

Q3

To create the worksheet and find the average of the two scores of each batsman in Excel, follow these steps:

Step 1: Create the Worksheet in Workbook1

1. Open Excel.

2. Create a new workbook and name it Workbook1.

3. In Sheet1 of Workbook1, create the following structure:

In Column A, list the batsmen names from A2 to A12 (e.g., Rohit, Shikar, etc.).

In Column B, enter the Score (1st Inning) for each batsman.

In Column C, enter the Score (2nd Inning) for each batsman.

4. The data should look like this:

Step 2: Save Workbook1

1. Once you've input the data, save the file with the name Workbook1.

Step 3: Create Workbook2

1. Create a new workbook, and name it Workbook2.

2. In Sheet1 of Workbook2, create the following structure:

In Column A, list the batsman names, the same as in Workbook1 (Rohit, Shikar, etc.).

In Column B, enter the Score (1st Inning) from Workbook1.

In Column C, enter the Score (2nd Inning) from Workbook1.

Step 4: Link Data from Workbook1 to Workbook2

1. In Sheet1 of Workbook2, in Cell B2, link the first score by typing:

='[Workbook1.xlsx]Sheet1'!B2

This will link the Score (1st Inning) for the batsman in Workbook1 to Workbook2.

2. In Cell C2, link the second score by typing:

='[Workbook1.xlsx]Sheet1'!C2

This will link the Score (2nd Inning) for the batsman in Workbook1 to Workbook2.

3. Drag the formulas in B2 and C2 down to fill the respective columns for all the batsmen.

Step 5: Calculate the Average Score for Each Batsman

1. In Column D of Sheet1 in Workbook2, calculate the average score for each batsman by using the formula:

In Cell D2, enter:

=AVERAGE(B2, C2)

2. Drag the formula down to calculate the average score for all batsmen.

Step 6: Save Workbook2

1. Save Workbook2 after completing all the steps.

Now, you will have two workbooks:

Workbook1 containing the batting order and scores.

Workbook2 containing the batting order, individual scores, and their averages.

Q4

To create a workbook, share it on the network, and work on it from multiple computers, follow these steps:

Step 1: Create the Workbook

1. Open Excel on your computer.

2. Create a New Workbook and enter your desired data (for example, a simple spreadsheet with some rows and columns).

3. Save the Workbook:

Go to File → Save As.

Choose a location on your computer or network drive (for sharing purposes, save it to a shared network folder that other users can access).

Give it a name and click Save.

Step 2: Share the Workbook on the Network

1. Enable Sharing:

Go to the Review tab in Excel.

Click Share Workbook (in the "Changes" group).

In the dialog box that appears, check the option "Allow changes by more than one user at the same time".

Click OK.

2. Move the Workbook to a Shared Network Folder:

If the file is not already in a shared folder, copy the file to a network folder that all users can access. This can be done by navigating to the folder via File Explorer, and copying the file there.

Step 3: Open and Work on the Workbook from Multiple Computers

1. Open the Workbook on the First Computer:

On the first computer, go to the shared network folder and open the workbook.

Make sure that Excel shows that the file is now shared (you should see a “Shared” status in the workbook).

2. Open the Workbook on the Second Computer:

On another computer, also navigate to the shared network folder.

Open the workbook.

Both users can now make changes to the workbook simultaneously.

Step 4: Collaborate and Save Changes

1. Collaborate: As both users make changes, Excel will automatically update the workbook.

2. Save the Workbook regularly to avoid conflicts. If multiple users are working on different parts of the workbook, Excel should notify you of any conflicts when you save. Resolve conflicts as needed.

Project File

Here are the steps to complete each task in creating a database with a table, form, and report in **MS Access** (or a similar database management system):

---

1. Create a "studetails" Table

Using Design View:

1. Open **MS Access** and create a **new blank database**.
2. Click on **Table Design** from the "Create" tab.
3. Define the fields (columns) for student details. Example fields:

    - **StudentID** (Primary Key, AutoNumber)
    - **FirstName** (Short Text)
    - **LastName** (Short Text)
    - **DateOfBirth** (Date/Time)
    - **Gender** (Short Text)
    - **Class** (Short Text)
    - **Email** (Short Text)
    - **PhoneNumber** (Short Text)
    - **Address** (Short Text)
4. Set **StudentID** as the **Primary Key** (Right-click → Set as Primary Key).
5. Click **Save**, name the table **"studetails"**, and click **OK**.
6. Close Design View and switch to **Datasheet View**.
7. Enter at least **20 student records** manually.

Using Datasheet View:

1. Click **Create** → **Table** (This opens in Datasheet View).
2. Click on **"Click to Add"** and name the fields as required.
3. Enter the student details directly into the table.
4. Save the table as **"studetails"**.

---

2. Create a Form and Link with "studetails" Table

Steps to Create the Form:

1. Click **Create** → **Form Wizard**.
2. Select **"studetails"** from the table list.
3. Select all required fields and click **Next**.
4. Choose a layout (Columnar, Tabular, etc.) and click **Next**.
5. Name the form **"StudentForm"** and click **Finish**.

Steps to Add Features:

- **Add Record:**
    1. Open the **StudentForm** in **Design View**.
    2. Go to the "Design" tab and click **Button (Command Button)**.
    3. Choose **Record Operations** → **Add New Record**.
    4. Click **Next**, set the button text as "Add Record", and click **Finish**.
- **Delete Record:**
    1. Add another **Command Button**.
    2. Select **Record Operations** → **Delete Record**.
    3. Name it "Delete Record" and click **Finish**.
- **Update Record:**

    1. Updates can be done by modifying fields directly in the form.
    2. Ensure the form is linked to the **"studetails"** table.
- **Search Record:**
    1. Add a **Text Box** for entering search criteria.
    2. Add a **Search Button** and use the **Find Record** action to search.

---

3. Create a Report to Show Student Details

Steps to Create a Report:

1. Click **Create** → **Report Wizard**.
2. Select **"studetails"** as the data source.
3. Choose the fields to include in the report (e.g., StudentID, Name, Class, Email).
4. Select **Grouping Option** (if needed, group by Class or Gender).
5. Choose a layout (Stepped, Tabular, Justified) and click **Next**.
6. Name the report **"StudentReport"** and click **Finish**.
7. Adjust formatting as needed using **Design View**.